

THE PROJECT OFFICER IN THE CONTRACT CYCLE
(POCC) COURSE

14-18 April 1980
Chamber of Commerce Building
Room 713

OTR, Management School

25X1A

Course Chairman

Training Assistant

OTR, Management School
Extension

25X

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The Project Officer in the Contract Cycle (POCC) Course is designed to convey a basic understanding of the Agency's procurement authorities and the statutes governing such activity. It tracks the contract cycle from pre-proposal planning through settlement and emphasizes the role of the Contracting Officer's (Project Officer's) Technical Representative (COTR). It deals realistically with practical problems and situations through a combination of lectures, case studies, and class discussions.

At the conclusion of the course, students should:

1. Be familiar with the procurement statutes, Agency procurement policy and authorities, and organization;
2. Be aware of the essential steps in the contract cycle;
3. Have a firm understanding of the responsibilities of both the contracting officer and the contracting officer's technical representative;
4. Appreciate the significance of good industrial security and be aware of the roles of the Security Officer, the Contracting Officer, the Auditor, and the COTR in this regard.

0900-0930 Welcome, Orientation, Adminis-
tration, Student Introductions

0930-1000 The Significance of the Contracting
Process

1000-1015 BREAK

1015-1100 Basic Procurement Laws & Regu-
lations--The Procurement
Cycle--

A brief development of the Armed Services Procurement Act and the Federal Property and Administrative Services Act. The resulting procurement regulations are outlined to highlight the basic procurement policies.

1100-1145 Negotiated Procurement vs. Formal
Advertising--

These two methods of procurement will be defined and contrasted, and the unique circumstances under which each method should be used will be highlighted.

1145-1230 Statement of Work - Competitive
and Non-competitive Procurement

Emphasis is placed upon the need for a clear statement of the problem and what the Government expects the contractor to deliver. The difference between "sole source" and "noncompetitive" negotiation is explored, as well as the nature of competitive procurement and how the COTR fits into this function.

1230-1330 LUNCH

SECRET

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Monday (continued)

1330-1430

Source Evaluations & Source Selection

Consideration of the factors influencing the decision of what is the best arrangement for the Government. Explanation of the term "responsible offeror" and input required from the Project Officer and others in order to determine responsibility.

Videotape: Technical Proposal Evaluation

1430-1445

BREAK

1445-1515

Cost & Price Analysis

"Truth in Negotiation Law"

1515-1630

Case Studies and Discussion

Staff and course participants

Cases will be analyzed by small teams and interpretations reported by team spokespersons.

Tuesday

0900-1000 Negotiating the Contract

Emphasis is on the procurement team, particularly the role of the Contract Officer's Technical Representative. Negotiation concepts, "leveling", "technical transfusion", and trade-offs are discussed.

Videotape: The COTR's Role in Contract Administration

A portrayal of the working relationship between the COTR and the Contracting Officer

1000-1015 BREAK

1015-1100 Fixed Price Contracts

Analysis is made of the various types of fixed price contracts and the circumstances under which each is used.

1100-1145 Cost Reimbursement Contracts

Cost-type contracts are analyzed from the standpoint of economic risk and the need to justify their use. Special procurement types are mentioned briefly.

1145-1215 "Boiler Plate"

Forms 142A, E, and F are reviewed briefly to highlight those clauses likely to become operative and of importance to a COTR.

1215-1315 LUNCH

1315-1345 "Boiler Plate" (cont.)

S E C R E T

1345-1430

Contract Administration

The role of the COTR is emphasized in monitoring the contractor's performance. The function of each other member of the procurement team (Contracting Officer, Auditor, Security Officer, and Project Officer) is identified and the contract provisions each surveils.

25X1

1430-1445

BREAK

1445-1530

Contract Cost Management

Contract cost management is presented to encourage the COTR to become more aware and concerned with the management of funds under his control. Factors influencing "cost overruns" are analyzed.

25X1

1530-1630

Case Studies and Discussion

Staff and course participants

S E C R E T

25X1

Wednesday

0900-0945

Quality Assurance

An analysis is made of the Government's rights under both the fixed price and cost type contracts relating to inspection and acceptance. The role of COTR is stressed.

0945-1000

BREAK

1000-1045

Changes and Disputes Clauses --
Technical Direction

The operation of the "Changes Clause" is reviewed with emphasis on the rights of the contracting parties and the part of the COTR in initiating changes and negotiating the settlements thereof. The operation of the "Disputes Clause" is explained briefly.

1045-1130

Contract Termination --
Convenience and Default

The difference between Termination for Convenience and Termination for Default is explained and the roles of each member of the procurement team is outlined with emphasis on the COTR.

1130-1230

LUNCH

1230-1630

Case Studies, Team Problem Solving Staff and course
and Role Playing participants

Selected teams will assume roles of contractors, government representatives, and Boards of Contract Appeals in settling disputes.

S E C R E T

25X

Thursday

0900-1030

The Agency's Procurement Authority,
Policy, and Organization

C/Procurement
Mgt. Staff, OL

Highlights the activities of the decentralized Contracting Teams and the Agency's Contract Review Board.

25X1

1030-1045

BREAK

1045-1230

Security in Contracting

OL

Special emphasis is given to security procedures that must be followed before, during, and after contract settlement.

25X1

1230-1330

LUNCH

1330-1430

Industrial Contract Security

ISB/OS

*Parking Space
16 / Behind
Bldg*

Highlights industrial and contractual oversight and underscores the role of the Industrial Security Branch, OS

25X1

1445-1630

The Negotiation of a Contract

Contract Officer
SPG/OD&E

The analysis of a negotiation strategy is presented by way of a case history, followed by a film on negotiation techniques.

Film: Negotiating Techniques

SECRET

Friday

0900-0945

The Audit Function and the COTR

Liaison Auditor

Role of the Auditor in the Contract Cycle; interface/interaction between the COTR and Auditor as members of the Contract Team.

ORD Contract Team

25X1A

0945-1000

BREAK

1000-1055

ADPE Procurement

Special procedures for the procurement of ADPE will be highlighted.

PD/OL

25X1A

1055-1100

BREAK

1100-1145

Legal Consultant in the Contract

An explanation of the role of the OGC in the Contract Cycle.

25X1A

1145--1245

LUNCH

1245-1345

Questions and Answers with a Contracting Officer

A senior Agency contracting officer will answer specific questions from the class with a view towards clarifying the responsibilities and authority of both the contracting officer and the COTR.

25X1A

1345-1400

BREAK

1400-1500

COTR/Project Officer/ Contracting Officer-- Synergy in Action

This presentation stresses the teamwork demanded of the CO, COTR, Project Officer, Security Officer, and Auditor in the Contract Cycle.

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1500-1530

Course Evaluation and Final Administration

SECRET

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